Telecom Government Acceptor/LPO

Quick Reference



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WAWF Introduction:

Wide Area Workflow (WAWF) provides the technology for government contractors and authorized Department of Defense (DoD) personnel to generate, capture and process receipt and payment-related documentation in a paperless environment.

WAWF Telecom Roles:

Acceptor:

A Government Acceptor, as an Agent for the government, must verify that the goods or services for which the government is being invoiced were satisfactorily delivered and that the invoice is correct and appropriate. An Acceptor can perform the following processes in WAWF:

- · Accept or reject Telecom Invoices
- · View documents and check document status
- · Correct and resubmit Telecom Invoices he/she has submitted that were rejected
- Recall Invoices he/she has submitted (if they have not been processed further), make changes and resubmit

Local Processing Office (LPO):

A Local Processing Official (LPO) is a Certifying Officer who must comply with all the appropriate Certifying Office Legislation (COL) guidelines. He/she completes the certification process via the LPO role within WAWF. The LPO can perform the following processes in WAWF:

- · Certify Telecom Invoices after verifying the Long Line of Accounting (LLA)
- · Reject Telecom Invoices, if applicable
- · View documents and check document status

Payment Officials:

WAWF provides the electronic payment folders for DFAS payment functions to expedite the payment process. The ability to provide legacy payment systems EDI transaction sets to limit the re-keying of data and associated errors, will increase accuracy and reduce manpower requirements. The ability to review and reject, with comments, improper Invoices for correction and resubmission will reduce the number of calls from Vendors asking why the Invoice was rejected, or what the status of the payment is; while the rejection is in the mail being returned today! This capability is available via the Web only.

As a Payment Official, a government official can perform many processes in WAWF. He/she can:

- · Review, accept, and process documents
- · Place documents on hold
- · View documents and check document status

Recall documents he/she has taken action on, make changes, and resubmit the documents. On
recall any documents with the status of "MyInvoice" or "Paid", he/she can only enter comments and
attachments on the Misc. Info tab, after submission, the document status will remain unchanged.

Document Access - View Only:

In addition to the roles outlined above, additional personnel who have a need to view documents can be granted access in a view only mode. Once a document has been captured and processed, it is made available for view only. Access to the documents is limited by the Contractor and Government Entity (CAGE) Code or the Department of Defense Activity Address Code (DoDAAC), to which the individual is responsible for monitoring. A single electronic copy of the document to be accessed by any authorized user with Web capability is available. Authorized government personnel are able to view the Contract, Receiving Reports, and Invoices. Vendors will be able to query and view his/her previously submitted documents.



Telecom Introduction:

The application has been enhanced to provide the capability to process Contractual and Non-Contractual Telecommunication invoices for payment of Telecommunication Bills for the Department of Defense. This new document type is entitled "Telecom Invoice". The functionality associated with the new document reflects a "Contractual" process where the criteria affecting the payment are based upon a Contract and a "Non-Contractual" process where the document will be passed to the entitlement system following workflow processing developed from current "Miscellaneous Payment" processing.

Accepting a Telecommunications Invoice:

- 1. Log into WAWF at https://wawf.eb.mil
- 2. Click "Logon to WAWF".

Mote: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

- 3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
- 4. Select "Access Acceptance Folder".
- 5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Submit".



From the "Shipment Number" column, click the Telecommunications Invoice document you want to accept.



Figure 1 - Telecom Invoice (Contractual) Screen



Figure 2 - Telecom Invoice (Non-Contractual) Screen

7. Enter/Change the financial data: SDN, ACRN and the Chargeable FY, if necessary.



- 8. All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC. When satisfied, click "Approval". Enter appropriate dates. Finally, click "Signature".
- 9. Enter WAWF Password. Click "Continue".
- 10. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.
- 11. A screen appears confirming "The Telecom Invoice has been successfully accepted".
- 12. Once the document has been accepted, it can be viewed in the Acceptance History Folder. Note the Telecom Contract Number (Contractual) or Telecom Control Number (Telecom Non-Contractual) for ease of search.

Accepting Lesser Amount Telecommunications Invoice:

- Log into WAWF at https://wawf.eb.mil
- 2. Click "Logon to WAWF".

- 3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
- 4. Select "Access Acceptance Folder".
- 5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Submit".



From the "Shipment Number" column, click the Telecommunications Invoice document you want to accept.



Figure 3 - Telecom Invoice (Contractual) Screen



Figure 4 - Telecom Invoice (Non-Contractual) Screen

- 7. Enter/Change the financial data: SDN, ACRN and the Chargeable FY, if necessary.
- 8. Change the Approved Amount or the Qty Approved to less than the original.



 All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC. When satisfied, click "Approve Lesser Amount".



- 10. Click "Misc. Info" Tab.
- 11. Enter clear and concise comments to explain the reason for accepting the lesser amount or Qty. of the Telecommunications Invoice.
 - a. Click "Header" or "Telecom" Tab.
- 12. Enter appropriate dates. Finally, click "Signature".

- 13. Enter WAWF Password. Click "Continue".
- 14. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.
- 15. A screen appears confirming "The Telecom Invoice has been successfully accepted".
- 16. Once the document has been accepted, it can be viewed in the Acceptance History Folder. Note the Telecom Contract Number (Contractual) or Telecom Control Number (Telecom Non-Contractual) for ease of search.

Adding Sub-Lines Telecommunications Invoice (Non-Contractual):

- Log into WAWF at https://wawf.eb.mil
- Click "Logon to WAWF".

Mote: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

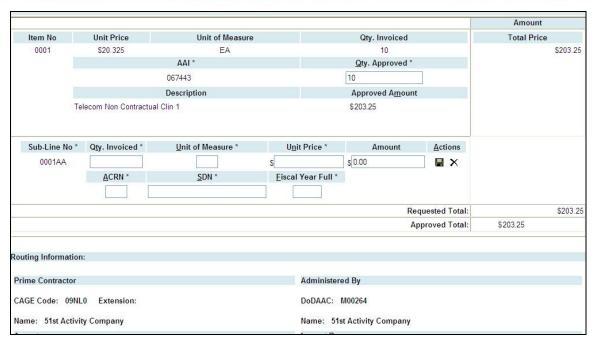
- 3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
- 4. Select "Access Acceptance Folder".
- 5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Continue".



Click the Telecommunications Invoice document in the "Shipment Number" column that needs Sub-CLINs added.



7. Click the Add Sub-Line No. icon under "Actions" to add a sub-line item.



8. Complete all required (*) fields. Click the Save icon under "Actions".



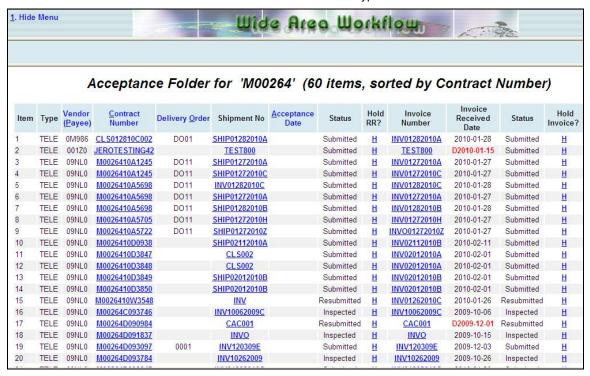
- 9. Check the "Approval" check box.
- 10. Enter appropriate dates. Finally, click "Signature".
- 11. Enter WAWF Password. Click "Continue".
- 12. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.

Rejecting a Telecommunications Invoice:

- 1. Log into WAWF at https://wawf.eb.mil
- 2. Click "Logon to WAWF".

Mote: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

- 3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
- 4. Select "Access Acceptance Folder".
- 5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Submit".



From the "Shipment Number" column, click the Telecommunications Invoice document you want to reject.



7. Select the "Misc. Info" tab. Enter clear and concise comments to explain the reason for rejection of the Telecommunications Invoice.

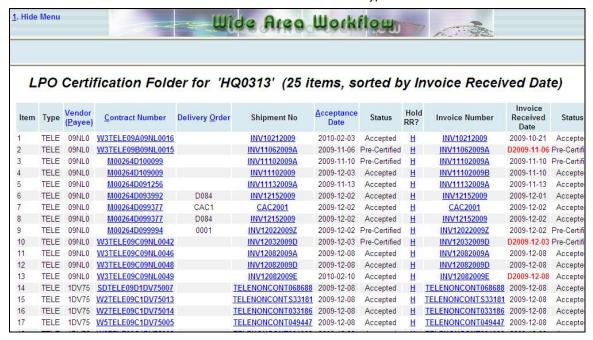


8. After comments have been entered in the "Misc. Info" tab, return to the "Header" or "Telecom" tab. Check the "Reject to Initiator" check box.

9. Click the "Submit" button at the bottom of the "Header" or "Telecom" page. A message will appear on a screen that the invoice was rejected successfully and an email notification was sent to the Initiator/Vendor.

Certifying a Telecommunications Invoice (Non-Contractual):

- 1. Log into WAWF at https://wawf.eb.mil
- 2. Click "Logon to WAWF".
- 3. Select the "Local Processing Official" link on the left side of the page to open the sub links in the side bar menu.
- 4. Select "Access Certification Folder".
- 5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Continue".



6. The LPO Certification Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Control Number.



- 7. The "Telecom Invoice (Non-Contractual)" screen appears with four tabs. The LPO must verify all data, paying special attention to the Long Line of Accounting (LLA).
- 8. Click the "LLA" tab.



The Telecom Invoice LOA data is displayed in segment form. The LPO must certify that the LOA financial data is correct. When satisfied, return to the "Telecom" tab for document certification.



- 10. All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC.
- 11. When satisfied, click "Document Certified". Enter appropriate dates. Finally, click "Signature".
- 12. Enter WAWF Password. Click "Continue".
- 13. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.



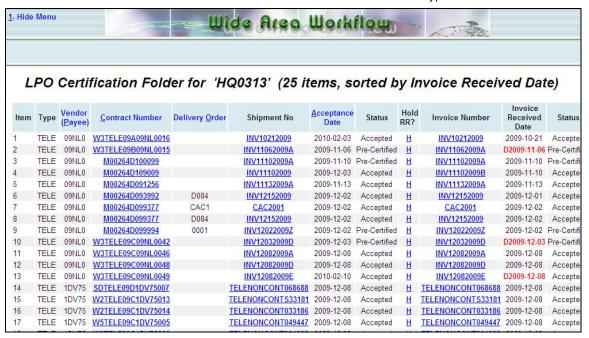
- 14. A screen appears confirming "The Telecommunications Invoice was successfully processed".
- 15. Once the document has been certified, it can be viewed in the Certification History Folder. Note the Telecom Contract Number (Contractual) or Telecom Control Number (Telecom Non-Contractual) for ease of search.

Certifying a Telecommunications Invoice (Contractual):

- 1. Log into WAWF at https://wawf.eb.mil
- 2. Click "Logon to WAWF".

Mote: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

- 3. Click the "Local Processing Official" link on the left side of the page to open the sub links in the side bar menu.
- 4. Select "Access Certification Folder".
- 5. Select DoDAAC. Select Telecommunications Invoice for "Document Type". Click "Continue".



6. The LPO Certification Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Contract Number.



7. The "Telecom Invoice (Contractual)" screen appears with four tabs.



- 8. All data must be verified as proper and correct including: payee data, line item info, Acceptor DoDAAC, LPO DoDAAC and Pay Office DoDAAC.
- 9. When satisfied, click "Document Certified". Enter appropriate dates. Finally, click "Signature".
- 10. Enter WAWF Password. Click "Continue".
- 11. Your document is now signed. If accurate, click "OK". If changes are required, click "Cancel" to make corrections.



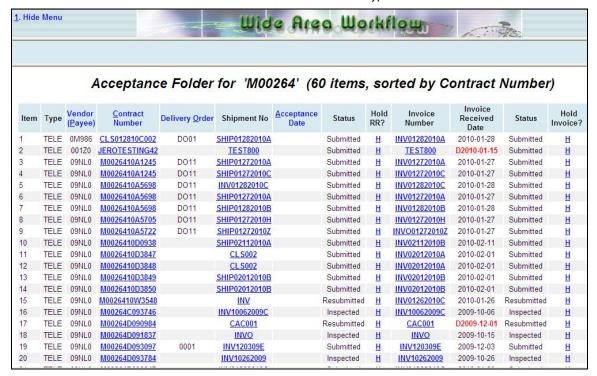
- 12. A screen appears confirming "The Telecom Invoice was successfully processed."
- 13. Once the document has been certified, it can be viewed in the Certification History Folder. Note the Telecom Contract Number (Contractual) or Telecom Control Number (Telecom Non-Contractual) for ease of search.

Modifying AAI Telecommunications Invoice (Non-Contractual):

- 1. Log into WAWF at https://wawf.eb.mil
- Click "Logon to WAWF".

Mote: Before being able to type User ID and Password a message box comes up alerting user not to use the browser "Back Button". Click OK and then type User ID and Password or Certificate, and click "Submit".

- 3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
- 4. Select "Access Acceptance Folder".
- 5. Select DoDAAC. Select Telecom Invoice for "Document Type." Click "Continue".



The Acceptance Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Control Number.



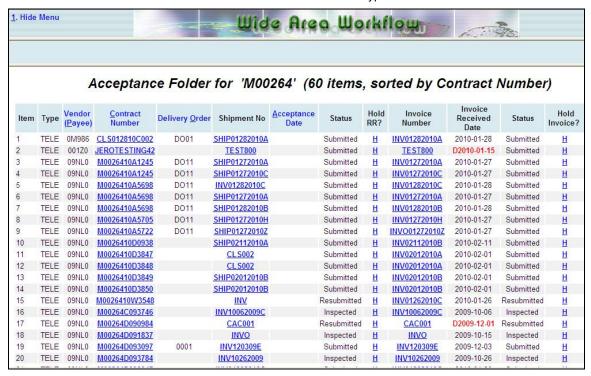
- 7. The "Telecom Invoice (Non-Contractual)" screen appears.
- 8. Enter new AAI (e.g. 067443, 067400, etc.)

- 9. Click "Modify AAI".
- 10. A pop-up message will appear that states "By selecting Modify AAI, all Line Item and Sub-Line level AAI will be replaced with this AAI. Are you sure you want to do this?"
- 11. Click "OK".

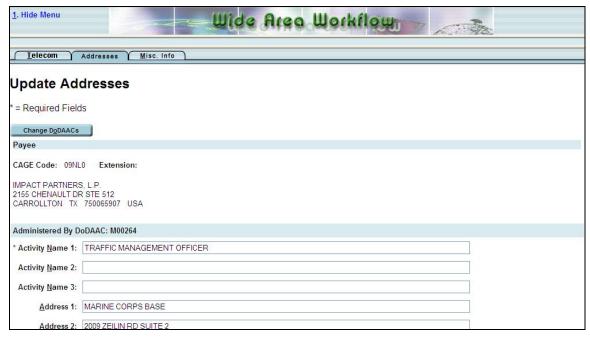
Change DoDAACs:

- 1. Log into WAWF at https://wawf.eb.mil
- 2. Click "Logon to WAWF".

- 3. Click the "Acceptor" link on the left side of the page to open the sub links in the side bar menu.
- 4. Select "Access Acceptance Folder".
- 5. Select DoDAAC. Select Telecom Invoice for "Document Type". Click "Continue".



- 6. The Acceptance Folder appears. Select the link in the "Shipment No" column that corresponds with the document's Control Number.
- 7. The "Telecom Invoice (Non-Contractual)" screen appears.



- 8. Click the "Address Tab".
- 9. Click "Change DoDAACs".



If attempting to change a Marine Corps Pay DoAAC to a non-Marine Corps DoDAAC, a pop-up message will appear stating "Error: The Pay DoDAAC may not be changed from a Marine Corps DoDAAC to no-Marine Corps DoDAAC. Please correct the information.

- 10. Enter DoDAAC (e.g.M00681).
- 11. Click "Save DoDAACs".

DoD Guidance

National Defense Authorization Act 2001 Requirement: "Section 1008...required the Secretary of Defense to ensure that any claim for payment under a DoD contract be submitted in electronic form. Further, Contracting officers, contract administrators, certifying officials, shall transmit the claim and any additional documentation to support the determination and payment of the claim to such other officer electronically.

WAWF Resources:

WAWF 4.2 Production Site:

https://wawf.eb.mil

WAWF Training Website:

https://wawftraining.eb.mil

WAWF Web Based Training (WBT) Website:

http://www.wawftraining.com

USMC WAWF Help Desk:

(540) 658-2611

USMC eBusiness Initiative Web Site

http://www.marcorsyscom.usmc.mil/ sites/pa/